Excel Modules 1-8
Objectives and Self-Assessments

Module 1 Objectives

By the end of Module 1, a student will be able to name the parts of Excel's workspace, move around in an Excel spreadsheet, enter data into a spreadsheet and manage worksheets by renaming the sheets, reordering the worksheets, adding worksheets and deleting worksheets.

Module 1 Self-Assessment

1.) Multiple Choice:
    Q.) In Excel, the cell reference A3 refers to .
        ____ A. the first row, third cell
        ____ B. none of these
        ____ C. the first row, third column
        ____ D. the first column, third row

2.) Multiple Choice:
    Q.) Clicking on what button enters data into a cell once it has been typed?

        ____ A.   New button on Standard Toolbar

        ____ B.   Cancel button on Formula Bar

        ____ C.   Enter button on Formula Bar

        ____ D.   Save button on Standard Toolbar

3.) Multiple Choice:
    Q.) Which key combination quickly moves the insertion point to cell A1 in the active worksheet?
        ____ A. Alt + pgup
        ____ B. Alt + home
        ____ C. Ctrl + home
        ____ D. Home

4.) Multiple Choice:
    Q.) A range is _____.
        ____ A. a group of adjacent cells in a worksheet that form a rectangular group.
        ____ B. the first cell reference of a group of cells
        ____ C. all cells in a worksheet with identical entries
        ____ D. a group of cells that are non-contiguous

5.) Multiple Choice:
    Q.) If the Mouse Pointer is in the shape of a what will happen if you drag the mouse down to a different cell?
       ____ A. select cells
       ____ B. move content of cells
       ____ C. copy content of cell
       ____ D. none of the above

6.) Multiple Choice:
    Q.) How can you place Excel in Edit mode to modify the contents of a cell?
       ____ A. press F2 key
       ____ B. double-click the cell
       ____ C. click in the right side of the formula bar
       ____ D. all of the above

7.) Multiple Choice:
    Q.) When text is longer than the width of one cell, then _____.
       ____ A. a series of number signs(####) appears
       ____ B. the cell expands to fit the text
       ____ C. the text word-wraps within the cell
       ____ D. the text is displayed in the adjacent cell, if empty

8.) Multiple Choice:
    Q.) To select an entire column, you must first select the:
       ____ A. first cell in the column
       ____ B. column heading
       ____ C. any cell in the column
       ____ D. none of the above

9.) Multiple Choice:
    Q.) Number signs displayed across the width of a cell are an indication that _____.
       ____ A. a calculation uses the cell containing the numbers signs, but no data is present
       ____ B. numeric data does not fit within the column width
       ____ C. the cell contains an invalid formula structure
       ____ D. data is required, but has not been entered

10.) Multiple Choice:
    Q.) When a sheet is active, its name is displayed _____ on the sheet tab.
       ____ A. in italics
       ____ B. in capital letters
       ____ C. in boldface
       ____ D. in red type

Module 2 Objectives

By the end of Module 2, a student will be able to open and save files, change the width of columns and height of rows, apply simple borders around cells, spell check the text, enter large ranges of numbers easily and sum columns or rows of numbers using AutoSum and the Paste Function buttons on the Standard toolbar.

Module 2 Self-Assessment

1.) Multiple Choice:
   Q.) Which is an example of a correctly written Excel formula?
   ____ A. SUM=(B1..B4)
   ____ B. (B1:B4)
   ____ C. =Sum(B1:B4)
   ____ D. B5=SUM(B1 + B4)

2.) Multiple Choice:
   Q.) The _____ displays the sum of values in a selected range in the status bar.
   ____ A. AutoCalculate features
   ____ B. Max Function
   ____ C. Paste Function
   ____ D. AutoSum Function

3.) Multiple Choice:
   Q.) The width of a column can be changed by _____.
   ____ A. double-clicking the right edge of the column heading.
   ____ B. dragging the right edge of the column heading
   ____ C. Format, Column, Width
   ____ D. all of the above

4.) Multiple Choice:
   Q.) To add your own AutoCorrect entries, select _____.

   ____ A. click the Spell Check button on the Standard toolbar
   ____ B. select Tools, Options
   ____ C. select Tools, AutoCorrect
   ____ D. select Format, Style

5.) Multiple Choice:
   Q.) To enter multiple columns of numbers using Range Entry you must first _____.
   ____ A. select the columns
   ____ B. select the range of cells
   ____ C. select the rows
   ____ D. none of the above

6.) Multiple Choice:
    Q.) In a cell, all formulas start with a(n) _____.
        _____ A. + (plus sign)
        _____ B. = (equals sign)
        _____ C. ((right parenthesis)
        _____ D. cell or range address

7.) Multiple Choice:
    Q.) Which of the following can be used to sum a column of numbers:

        _____ A. click the Σ AutoSum button on the Standard toolbar
        _____ B. Alt =

        _____ C. click the f_x Paste Function button on the Standard toolbar
        _____ D. all of the above

8.) Multiple Choice:
    Q.) The Auditing feature is found on the _____ menu.
        _____ A. Tools
        _____ B. Format
        _____ C. Data
        _____ D. none of the above

9.) Multiple Choice:
    Q.) When using the Auditing feature, Trace Precedents will _____.
        _____ A. indicate which cells are used in this formula
        _____ B. indicate which formulas precede this cell
        _____ C. indicate which formulas precede this formula
        _____ D. none of the above

10.) Multiple Choice:
    Q.) The easiest way to remove auditing arrows is to _____.

        _____ A. click the Undo button ↺ on the Standard toolbar
        _____ B. from the Tools menu, select Auditing, Remove All Arrows
        _____ C. save the file
        _____ D. print the file

Module 3 Objectives

At the end of Module 3, a student will be able to add rows or columns to a spreadsheet, clear and delete cells, copy/move contents of a cell, use an absolute cell address in a formula, perform basic data validation on text entered into a cell, format the worksheet, and setup and print worksheets.

Module 3 Self-Assessment

1.) Multiple Choice:
   Q.) In order to add three new rows at once, select _____ and then choose Insert, Row.
   ____ A. three vertical cells
   ____ B. three horizontal cells
   ____ C. three columns
   ____ D. none of these

2.) Multiple Choice:
   Q.) When deleting cells, which is not an option?
   ____ A. Shift cells left
   ____ B. Shift cells right
   ____ C. Entire row
   ____ D. Entire column

3.) Multiple Choice:
   Q.) When your mouse pointer is on the "fill handle", it looks like:
   ____ A.
   ____ B.
   ____ C.
   ____ D.

4.) Multiple Choice:
   Q.) Which symbol indicates an "absolute" cell address?
   ____ A. &
   ____ B. $
   ____ C. #
   ____ D. !

5.) Multiple Choice:
   Q.) When you use the fill handle to copy formulas to new locations on the worksheet, the changing cell addresses are referred to as _____?
   ____ A. absolute references
   ____ B. relative references
   ____ C. circular references
   ____ D. constant values

6.) Multiple Choice:
Q.) Which is not an option with Data Validation?
_____ A.   restrict cell entries to numbers
_____ B.   restrict cell entries to data from a list
_____ C.   limit the number of characters in cell entries
_____ D.   restrict the formatting of a cell entries

7.) Multiple Choice:
Q.) Which is the "Merge and Center" button?

_____ A.

_____ B.

_____ C.

_____ D.

8.) Multiple Choice:
Q.) Which cannot be changed from the Format Cells, Alignment tab?
_____ A.   horizontal
_____ B.   vertical
_____ C.   orientation
_____ D.   font style

9.) Multiple Choice:
Q.) Which is not found on the Format menu?
_____ A.   Data Validation
_____ B.   Conditional Formatting
_____ C.   AutoFormat
_____ D.   Sheet

10.) Multiple Choice:
Q.) What cannot be set or changed from Page Setup?
_____ A.   page orientation (portrait or landscape)
_____ B.   header or footer text
_____ C.   repeat heading rows on multiple pages
_____ D.   column width

Module 4 Objectives

After completing Module 4, a student will be able to assign a name to a range of cells and use names in formulas.

Module 4 Self-Assessment

1.) Multiple Choice:
   Q.) A _____ is a description that you assign to a cell or group of cells as an alternative to cell references.
   _____ A. template
   _____ B. name
   _____ C. utility
   _____ D. tag

2.) Multiple Choice
   Q.) Use "Create" when naming ranges when _____.
   _____ A. the name does not exist at the top of the column
   _____ B. the desired name is at the top of the column
   _____ C. the name is in a cell on another sheet
   _____ D. none of the above

3.) Multiple Choice
   Q.) When do you "Name" a number?
   _____ A. When you do not need the number in your spreadsheet, only in a formula
   _____ B. When you are using more than one cell in a formula
   _____ C. When adding multiple columns
   _____ D. None of the above

4.) Multiple Choice
   Q.) The Name Box can be used _____.
   _____ A. as Go To, by typing the cell address
   _____ B. to select a range of cells, by typing the range address
   _____ C. to define a name for a cell or range of cells
   _____ D. all of the above

5.) Multiple Choice:
   Q.) Ctrl End is the keyboard method to move the cursor to _____.
   _____ A. the end of the cell
   _____ B. the end of the row
   _____ C. the bottom of the sheet (cell IV65,536)
   _____ D. the last cell

6.) Multiple Choice:
  Q.) When Creating named ranges for multiple contiguous columns, you _____.
     ____ A. select a column/row at a time
     ____ B. select the entire range of cells (including column/row names)
     ____ C. select individual cells
     ____ D. none of the above

7.) Multiple Choice:
  Q.) The **#Name?** error value appears when _____:
     ____ A. the named range is typed incorrectly in a formula
     ____ B. the name of the function is typed incorrectly in a formula
     ____ C. the colon is omitted in a range address in a formula
     ____ D. all of the above.

8.) Multiple Choice:
  Q.) To print all of the named ranges and their corresponding cell references, select the
      _____ from the Paste Name window.
     ____ A. Paste List button
     ____ B. Paste All button
     ____ C. Paste Last button
     ____ D. none of the above

Module 5 Objectives

By the end of Module 5, a student will be able to split windows to view two separate portions of an Excel spreadsheet on the same screen, view two separate worksheets on the same screen, freeze columns or rows on the screen for scrolling purposes, group worksheets to add standard data and formatting, use the paste special feature and create charts based on data in an Excel spreadsheet.

Module 5 Self-Assessment

1.) Multiple Choice:
Q.) Which is not an option to split windows to view separate portions of a spreadsheet next to each other, _____.
_____ A. choose Split from the Format menu
_____ B. click and drag the Split Bar on the Vertical Scroll Bar
_____ C. click and drag the Split Bar on the Horizontal Scroll Bar
_____ D. choose Split from the Window menu

2.) Multiple Choice:
Q.) To freeze a column or row so that when you scroll, the column/row always stays on the screen _____.
_____ A. select Tools, Options
_____ B. select Window, Freeze Panes
_____ C. select Format, Sheet
_____ D. select Insert, Hyperlink

3.) Multiple Choice:
Q.) The purpose of Grouping worksheets together is _____.
_____ A. to print more than one sheet at a time
_____ B. to format more than one sheet at a time
_____ C. to delete more than one sheet at a time
_____ D. all of the above

4.) Multiple Choice:
Q.) Paste Special allows you to _____.
_____ A. paste comments from one cell to another
_____ B. paste values of a cell containing a formula to another cell
_____ C. paste values from one cell and add them to the contents of another cell
_____ D. all of the above

5.) Multiple Choice:
Q.) Which function key enables you to create a chart on a chart sheet from a selected range?
_____ A. F7
_____ B. F4
_____ C. F11
_____ D. F9

6.) Multiple Choice:
Q.) What is the default chart type in Excel?
____ A. Column chart
____ B. Bar chart
____ C. Pie chart
____ D. 3D column chart

7.) Multiple Choice:
Q.) You can move items, such as the legend and the chart title, by _____.
____ A. using the Chart, Location menu option
____ B. double-clicking the area
____ C. sizing the area
____ D. dragging them to the desired location

8.) Multiple Choice:
Q.) _____ extend the small lines of measurement (tick marks) across the plot area
____ A. Gridlines
____ B. Dashes
____ C. Labels
____ D. Arrows

9.) Multiple Choice:
Q.) To size and position an embedded chart within a worksheet, you _____.
____ A. use the View, Custom Views option
____ B. use the Format, Conditional Formatting option
____ C. use the Format, AutoFormat option
____ D. click and drag the chart object to position, click and drag the sizing handles to size

Module 6 Objectives

At the end of Module 6, a student will be able to use Excel's auditing feature, use the format painter button to copy formats and create and use styles to format cells. The student will also be able to add clipart/pictures, use the Drawing toolbar to enhance the "look" of a spreadsheet, use WordArt for titles, create worksheet templates and insert/delete Comments (yellow sticky notes) in a cell, and set Excel Options.

Module 6 Self-Assessment

1.) Multiple Choice:
Q.) To determine which cells will be updated when you change the value in a cell, use the
_____ Auditing feature.
_____ A. Trace Error
_____ B. Trace Precedents
_____ C. Trace Dependents
_____ D. Remove All Arrows

2.) Multiple Choice:
Q.) To turn on the Auditing toolbar, select _____.
_____ A. View, Toolbars
_____ B. Tools, Auditing
_____ C. Window, Arrange
_____ D. Toolbar shortcut menu

3.) Multiple Choice:
Q.) Format Painter is used to _____.
_____ A. copy formats from one cell to another
_____ B. copy formulas from one cell to another
_____ C. copy functions from one cell to another
_____ D. none of the above

4.) Multiple Choice:
Q.) Styles are used to _____.
_____ A. save time in re-formatting cells
_____ B. help insure a consistent format throughout the workbook
_____ C. make design changes easy to incorporate
_____ D. all of the above

5.) Multiple Choice:
Q.) To make a cell stand out, use the _____.
_____ A. Shadow tool on the Drawing toolbar
_____ B. Fill Color tool on the Drawing toolbar
_____ C. Font color tool on the Drawing toolbar
_____ D. all of the above

6.) Multiple Choice:
   Q.) Which button on the Standard toolbar will display or hide the Drawing Toolbar?

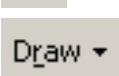   ____ A.

   ____ B.

   ____ C.

   ____ D.

7.) Multiple Choice:
   Q.) When working with drawing objects, which of the following is not true?
   ____ A.   You can size an object by dragging the border of the picture.
   ____ B.   You can size an object by dragging the "sizing handle".
   ____ C.   You can change the order or layer of objects
   ____ D.   You can change the shape of a drawing object.

8.) Multiple Choice:
   Q.) To create *dramatic* text effects, use the _____ tool on the Drawing toolbar.

   ____ A.

   ____ B.

   ____ C.

   ____ D.

9.) Multiple Choice:
   Q.) To create a worksheet template, _____.
   ____ A.   close the file
   ____ B.   save the file
   ____ C.   choose File, Save As
   ____ D.   copy the worksheet

10.) Multiple Choice:
   Q.) To create a new worksheet based on a template, _____.
   ____ A.   Right-click a sheet tab and choose **Insert…**
   ____ B.   Insert, Object
   ____ C.   Insert, Hyperlink
   ____ D.   Insert, Worksheet

11.) Multiple Choice:

    Q.) To add a Comment (yellow sticky note) to a cell, select _____.

        ____ A. Tools, Options
        ____ B. Format, Cells
        ____ C. Insert, Comment
        ____ D. Data, Form

12.) Multiple Choice:

    Q.) Which option cannot be set for Excel from Tools, Options?

        ____ A. Default file location
        ____ B. User name
        ____ C. Fixed decimal places
        ____ D. Margins

Module 7 Objectives

After completing Module 7, a student will be able to protect cells on a worksheet from being changed, allow a workbook to be shared by more than one user at a time, use Excel as a database, use the Count functions to count items on a sheet, use the Sub-Total feature and use the Grouping functions.

Module 7 Self-Assessment

1.) Multiple Choice:
    Q.) Before a worksheet is protected you must unlock _____.
        _____ A.   data cells
        _____ B.   formula cells
        _____ C.   the file
        _____ D.   the door

2.) Multiple Choice:
    Q.) Which menu contains the Protection option?
        _____ A.   Format
        _____ B.   Data
        _____ C.   Tools
        _____ D.   Insert

3.) Multiple Choice:
    Q.) When a Workbook is shared, this means _____.
        _____ A.   the workbook can be used by no more than 2 people at a time
        _____ B.   the workbook can be used by more than one user
        _____ C.   you can assign access for specific users
        _____ D.   changes will not be saved

4.) Multiple Choice:
    Q.) The Data Form is an easy way to _____ records in an Excel database.
        _____ A.   add
        _____ B.   modify
        _____ C.   find
        _____ D.   all of the above

5.) Multiple Choice:
    Q.) Sort is found on the _____ menu.
        _____ A.   Format
        _____ B.   Insert
        _____ C.   Data
        _____ D.   Tools

6.) Multiple Choice:
    Q.) To filter a list, you must click on the _____ menu.
        ____ A. Data
        ____ B. Format
        ____ C. View
        ____ D. Insert

7.) Multiple Choice:
    Q.) When Filter mode is active, arrows for the column from which you select the filter
        criterion are displayed in _____ on your worksheet.
        ____ A. yellow
        ____ B. green
        ____ C. blue
        ____ D. red

8.) Multiple Choice:
    Q.) Which is not one of the built-in Count functions?
        ____ A. Count
        ____ B. CountBlank
        ____ C. CountIf
        ____ D. CountWhen

9.) Multiple Choice:
    Q.) To use automatic subtotals, your list must _____.
        ____ A. be sorted by the columns to be subtotaled
        ____ B. contain a number to be counted
        ____ C. have an empty row between sections
        ____ D. none of the above

10.) Multiple Choice:
    Q.) The Lookup Function, _____.
        ____ A. will lookup a cell address
        ____ B. will lookup a value in a sorted column and return the value in a corresponding
                column
        ____ C. will lookup data in a pivot table
        ____ D. will find text in your spreadsheet

Module 8 Objectives

By the end of Module 8, a student will be able to create a basic Pivot table, use a Data Table to show how changing certain values in your formulas affect the results of formulas, create a set of scenarios, use Goal Seek to input a value a formula needs to determine the desired results, use Logical functions (If, And, Or) in formulas, and to record a macro and assign that macro to a toolbar button, drawing object or key combination.

Module 8 Self-Assessment

1.) Multiple Choice:
Q.) The purpose of _____ is to simplify the process of creating summaries and analyzing data.
_____ A.   a pivot table
_____ B.   Scenario Manager
_____ C.   Goal Seek
_____ D.   a VLOOKUP table

2.) Multiple Choice:
Q.) To ensure that changes in source data are reflected in the pivot table, you must _____ the pivot table.
_____ A.   reset
_____ B.   refresh
_____ C.   consolidate
_____ D.   compile

3.) Multiple Choice:
Q.) Data tables provide _____.
_____ A.   a shortcut for calculating multiple versions in one operation
_____ B.   a way to display data in a table
_____ C.   an easy way to enter data
_____ D.   none of the above

4.) Multiple Choice:
Q.) When you know the desired result but not the input value a formula needs to determine your desired result, you can use _____.
_____ A.   Data tables
_____ B.   Goal Seek
_____ C.   Scenarios
_____ D.   the IF function

5.) Multiple Choice:

Q.) _____ enable(s) you to perform a calculation when a certain condition is true, and to perform a different calculation when that condition is false.

_____ A. Workbooks
_____ B. The Scenario Manager
_____ C. Goal Seek
_____ D. The IF function

6.) Multiple Choice:

Q.) Excel allows up to _____ nested If functions.

_____ A. four
_____ B. five
_____ C. six
_____ D. seven

7.) Multiple Choice:

Q.) When using an AND condition with an If function, _____.

_____ A. A TRUE value is returned if both arguments are true and a FALSE value if either argument is false
_____ B. A TRUE value is returned if either arguments are true and a FALSE value if both arguments are false
_____ C. A TRUE value is returned if both arguments are true and a FALSE value if both arguments are false
_____ D. none of the above

8.) Multiple Choice:

Q.) A Macro _____.

_____ A. is a series of programmed commands and functions which can be played back at any time
_____ B. is a series of plain text entries which can be played back at any time
_____ C. is a series of numbers that can be played back at any time
_____ D. none of the above

9.) Multiple Choice:

Q.) Macros can be assigned to _____.

_____ A. a toolbar button
_____ B. a graphic object
_____ C. a shortcut key combination
_____ D. all of the above

10.) Multiple Choice:

Q.) Macros are store in _____

_____ A. this workbook
_____ B. new workbook
_____ C. Personal Workbook
_____ D. all of the above